

BEAVERTON POLICE DEPARTMENT

GENERAL ORDER

NUMBER: 14.03.00
SUBJECT: REPORTS AND RECORDS ARCHIVES
EFFECTIVE: AUGUST 1, 1999
REVIEW: AUGUST 2001, 2003, 2005, 2007

1. RETENTION SCHEDULE. Police reports and records shall be subject to both State and City retention schedules.

2. RETENTION LOCATION. The current working calendar year (year one) and the two immediate past calendar years (years two and three) will be stored in the records unit. The next most recent two calendar years (years three and four) will be stored in the city archives up to 140 box spaces. The remaining reports and records (years five and beyond) will be stored in off-site police storage until made a matter of permanent storage or destroyed consistent with archive law.

3. ACCESS TO ARCHIVES. The city has placed the responsibility for control of archived reports and records with the police department.

A. City Archives. Members of the records unit have been issued a key to the city archives and have pre-authorized 24 hour access to the police section of the archives.

B. Off-site police Storage. The property control officer has control of all reports and records stored off-site. A member of the records unit may either request the document or accompany the property control officer to retrieve the document.

4. PURGING. The records unit will reduce the volume of reports and records in storage by purge whenever possible. Purging will be consistent with state and city archive law as follows:

A. The two previous years.

B. Year 2 reports and records will have all PPDS and CCH copies removed.

C. Year 3 reports and records should be checked for correct contents. Files to be purged at end of this year will be marked by a white case # sticker. This facilitates the actual purge prior to boxing. Files to be purged will include:

1. abandoned/hazard tows

2. missing persons who have been located
3. juvenile runaways who have been located
4. attempted suicides (not deaths)
5. detox reports
6. curfew reports (if only charge is curfew)
7. minor traffic accidents (not fatalities)
8. lost/found property
9. information only reports
10. suspicious activity/persons/vehicles (except sex-related)
11. mental health
12. other agency assistance
13. sick cared for

D. Year 5 reports and records will be purged again and reboxed.

1. Purging will include misdemeanor crimes of:

- Theft 2 and lesser
- Warrant arrests
- Forgery 2 and lesser
- Misdemeanor arrests
- PCS misdemeanor
- Assault IV or lesser
- Harassment/phone threats (except sex -related)
- Misdemeanor traffic, DUII

2. Files to be retained will include felony crimes of:

- Burglaries
- All sex crimes including molest/rape/obscene phone calls, etc.
- Felony drug crimes
- Any deaths: traffic, homicide, suicide, natural deaths
- Felony traffic, and DUII
- Any missing person/runaway not located yet

E. Year 10 reports and records will be purged and reboxed.

1. All files may be purged except the following, which must be retained indefinitely:

- Homicides
- Suicide
- Fatal vehicle accidents
- Other fatal accidents
- Unnatural deaths

- Any missing person/runaway not located yet

5. MISCELLANEOUS RETENTION:

Alarm records:	2 years
Background records:	Indefinitely
Booking records:	As incident/custody
Fingerprint cards:	As incident/custody
Fir cards:	1 year
Mug files:	As incident/custody
Officer notes:	2 years
Pawn records:	2 years
Property/evidence records:	As incident/custody
Traffic citations:	2 years.
Training records:	Indefinitely

6. METHOD OF DESTRUCTION: Purged documents will normally be destroyed by shredding.

Chief of Police

Date